



LEJWELEPUTSWA

DISTRICT MUNICIPALITY

Office of the District Municipal Manager

Cnr. Jan Hofmeyer & Tempest Road
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WELKOM
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REQUEST FOR QUOTATIONS:

RFQ NO: 135 /04/2012: SUPPLY AND DELIVERY OF OFFICE FURNITURE AT THE DISASTER MANAGEMENT CENTRE, VOLKSROAD IN WELKOM

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable service providers for the supply and delivery of office furniture. The supply should be according to the specification appearing below:

Specification:-

- **Three large offices:** 3 x 1800 mm x 900 mm with 32 mm top, **Oak veneer** desks, with 3 drawers & 900 mm oak veneer link and oak veneer sliding door credenza 900 mm x 450 mm with shelf, **(NB all Oak veneer)**
- 3 x **Oak veneer** round 4 seater conference tables, 1200 mm with "X base" and 32 mm top.
- 3 x 7600 High back arm chairs, genuine leather (black or available colours in leather to be stipulated) with forward knee tilt and gas mechanism.
- 12 x 7600 arm visitors chairs, genuine leather (black or available colours in leather to be stipulated) with sleigh base.
- 3 X **Oak veneer**, hinged 2 door cupboards, and 1500 mm x 900 mm x 450 mm, with 3 shelves.
- **Small offices:** 5 x 1600 mm x 800 mm **Oak melamine** desks, with 32mm top and 3 drawer fitted pedestal top drawer lock.
- 5 High back chairs with armrest, covered with black pletta, gas & swivel tilt mechanism.
- 18 x visitors chairs for boardroom table & small offices, steel frame with arm rests, sleigh base covered with black pletta.
- **Boardroom:** boardroom table, oak melamine, 3.3 m x 1.3 m with 32 mm top with round edges.
- **Canteen area:** 5 oak melamine 1200 mm square tables with 4 steel legs and 20 rick stacker chairs covered with black pletta.
- **Store room:** 6 X steel, 2 doors, and 4 shelve cabinets, 1800 mm x 900mm x 450 mm.
- **Call centre:** 10 x mid back arm chairs, swivel & tilt with gas mechanism, covered with black pletta.
- **Reception area:** 2 x Aluminum silverline 5 seater chairs.
- 20 x Chair carpet protectors.

Quotations must be submitted on the letter head of your business and be hand delivered for attention of **Me Khali Njobe, Supply Chain Management Unit, Lejweleputswa District Municipality, Cnr of Tempest and Jan Hofmeyer Roads, Welkom, not later than Friday 10 May 2012.**

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD8 & MBD9 can be downloaded from LDM website (www.lejwe.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Proof of company registration documents and valid original tax clearance certificate **must** be attached.
- Original and valid B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE or certified copies thereof **must** be attached.

**NB: No quotations will be considered from the person in the service of the State.
No late quotations will be considered.**

Enquiries : Mr Weitz Botes
Tel No. : (057) 391 8917
Cell : 082 780 8518 (during office hours)

Closing Date: 10/05/2012 @ 16:00

Ms. N.E. Aaron
Municipal Manager
Date: 02/05/2012

*"TOGETHER
WE CAN BUILD"*

